

Travel Coordinator Cover Letter

58778 Larkin Squares Lake Germanberg, AR 50643-3898

Dear Finley Dooley,

I submit this application to express my sincere interest in the travel coordinator position.

In the previous role, I was responsible for bTA SME technical support to Travel Industry Managers with regards to inbound data feeds.

My experience is an excellent fit for the list of requirements in this job:

- Proficiency in Apollo, Excel, and Access Data Base Applications
- Basic – Word, Excel, Outlook, PowerPoint
- Basic-- knowledge of AV needs/formats preferred
- Extensive Customer Service and communication skills
- Related experience in SAP is an advantage
- Prior experience directly related to work in Event & Travel
- Experienced in supervising multi-cultural teams in a 24/7 environment
- Familiarity with staffing and scheduling of 24 hour/7-day environment

Thank you for your time and consideration.

Sincerely,

Haven Hettinger